

UDC Barcode Update Form

At a glance

- **Status:** Active
- **Environment / Tags:** Community Use Case
- **Applies consortium-wide?:** No
- **Runs on:** UDC Institution Zone (`01WRLC_DOC`)
- **Trigger:** Staff submit a LibOW form called **Update Barcode**
- **Primary outcome:** Helps staff update an item barcode only when the item is committed to retain; otherwise, it sends the item to Cataloging for review.
- **Who receives results:** The staff member using the form receives an on-screen success, routing, or error message.

Why this exists

This workflow gives staff a quick form-based way to update an item barcode in Alma while protecting retained materials from accidental mishandling. It checks the item's retention status before allowing a barcode update, and it routes items that are not marked for retention to Cataloging instead of updating them directly.

What it does

- A staff member opens the **Update Barcode** form and enters or scans the item's current barcode.
- The workflow runs against the UDC Alma IZ.
- It retrieves the Alma item record using the submitted barcode.
- If Alma cannot find or retrieve the item, the staff member receives an error message and can restart the form.
- The workflow checks whether the item is marked **Committed to Retain**.
- If the item is committed to retain, the form displays item details and asks the staff member to enter the new barcode.
- The workflow updates the Alma item record with the new barcode.
- After the update, it scans the item in at the configured UDC circulation desk.
- If the update fails, the staff member receives an error message and can restart the form.
- If the item is not committed to retain, the workflow adds a work order and tells the staff member to send the item to Cataloging.

Where it runs

- **Alma IZ(s):** `01WRLC_DOC`
- **Systems touched:**
 - n8n forms
 - Alma APIs

- Alma Network configuration
- **Reports / queries used:** None
- **Credentials referenced:**
 - NZ Production - Alma APIs - Read & Write
 - NZ Sandbox - Alma APIs - Read & Write

How it works

Logic overview

- **Start:** The workflow begins when a staff member submits the **Update Barcode** form with the item's current barcode.
- **Institution context:** The Alma Network node is configured for `01WRLC_DOC`, rather than all network members.
- **Retrieve item:** The workflow uses the submitted barcode to retrieve the Alma item record.
- **If item retrieval fails:** The workflow displays an error message with Alma's returned error text.
- **If item is committed to retain:** The workflow displays item details, including title, author, publication date, location, temporary location, retention status, retention reason, and retention note. The staff member then enters a new barcode.
- **Update item:** The workflow copies the existing item record, replaces the barcode value with the new barcode, and sends the updated item record back to Alma.
- **If barcode update succeeds:** The workflow scans the item in at library `DCVN` and circulation desk `DEFAULT_CIRC_DESK`, then displays a success message confirming the new barcode.
- **If barcode update fails:** The workflow displays an error message with Alma's returned error text.
- **If item is not committed to retain:** The workflow adds a work order for library `DCVN`, department `TECH`, work order type `AcqWorkOrder`, status `Physical Processing`, and tells the staff member to send the item to Cataloging.

Artifacts produced

None. The workflow does not create files, reports, spreadsheets, or email notifications. It produces on-screen form completion messages only.

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